



FLORIDA DEPARTMENT OF STATE
DIVISION OF

Historical Resources

**Archaeological and Historical Report Compliance Requirements
Chapter 1A-46, Florida Administrative Code**

1) The general description of the project shall address:

- a. project location (including boundary map)
- b. project description
- c. area of potential effect
- d. pertinent federal, state, or local laws and regulations

2) Archival research shall address:

- a. past field surveys in the project area and the relevance of the major findings to the area currently under study
- b. pertinent data in the Florida Master Site File
- c. pertinent environmental and paleoenvironmental data
- d. pertinent data in other studies appropriate for the research problem
- e. pertinent historical data from records such as plat maps, tract books, subdivision maps, Sanborn maps, city directories, building permits and architectural plans
- f. pertinent information from informants, which shall include the Certified Local Government within whose boundaries the project lies
- g. chronologically arranged narrative of the prehistory and history of the project area and of the significant historical events or developments (including important individuals and institutions) which are necessary to place sites and properties in historic contexts within the project area

3) The description of the research design shall address:

- a. Objectives
- b. Methods
- c. expected results
- d. procedures to deal with unexpected discoveries including the discovery of human remains in accordance with chapter 872.05, Florida Statutes

4) The description of archaeological fieldwork activities shall address

- a. types of sites encountered and evaluated
- b. boundaries of the area investigated
- c. fieldwork methodology and the rationale for its selection
- d. location of all tests and excavations, including maps depicting testing locations and results, site components, integrity of sites and subareas within the sites
- e. information on the location and appearance of features and artifacts, as well as the integrity and boundaries of sites and site components

- f. information on any portions of the project area and any portions of identified sites which were not investigated and a statement explaining the reason why investigation did not occur
- g. photographs of each site
- h. photographs and illustrations representative of site subareas or features, or formal excavation units
- i. identification of portions of the project area that were examined but that did not contain archaeological remains
- j. description of special survey techniques including equipment, field methodologies, areas surveyed and not surveyed, a record of the nature and location of all potential historical resources identified and a description of any potential historical resources identified by examination to determine their nature
- k. information on changes in research design or methodology
- l. underwater archaeological survey conducted in accordance with the "Florida Division of Historical Resources Performance Standards for Submerged Remote Sensing Surveys"

5) The description of historical fieldwork activities shall address:

- a. boundaries of the area investigated
- b. fieldwork methodology and the rationale for its selection
- c. types of resources identified and evaluated
- d. list of all historical resources within the survey area, including the Florida Master Site File number, with all identified resources plotted on a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle map
- e. descriptions for all identified resources
- f. photographs or illustrations representative of resources located in the project area
- g. Information on any portions of the project area which were not investigated and a statement explaining the reason why investigation did not occur
- h. explanation about those portions of the project area that were examined but that did not contain historical, architectural, engineering, or cultural resources

6) The description of the result and conclusions of the archaeological resources investigations shall address:

- a. laboratory methods used to analyze artifacts and other site materials recovered during the archaeological investigations in the project area
- b. curation location of artifacts and project records
- c. findings in relation to the stated objectives of the investigations
- d. assessment of site integrity
- e. methods used to apply National Register criteria for a determination of eligibility and historic context as contained in 36 C.F.R 60
- f. discussion of the completeness of project efforts and the need for any additional identification, evaluation, or documentation efforts
- g. conclusions and analysis of the findings, including a discussion on how the findings contribute to an understanding of the historic work or treatment of the site
- h. bibliography of those sources used

7) The description of the results and conclusions of the historical, architectural, engineering or cultural resources investigations shall address:

- a. findings in relation to the stated objectives
- b. assessment of the integrity of evaluated sites
- c. methods used to apply National Register criteria for a determination of eligibility and historic context as contained in 36 C.F.R 60
- d. description of the constituent elements that constitute the complete property (e.g. outbuildings, landscape features, etc.) which is determined eligible for listing in the National Register
- e. National Register property boundaries depicted on a scaled site plan sketch
- f. conclusions and analysis of the findings
- g. discussion of the manner in which the resources contribute to an understanding of local, regional, state, or national history and/or architectural history
- h. recommendations regarding the treatment of the resource(s) including but not limited to preservation or avoidance, minimization or mitigation of potential impacts, or no action
- i. discussion of the scope and completeness of the project efforts and the need for any additional identification, evaluation or documentation efforts
- j. location of all curated project records and location of all project records (e.g. photographs, oral interviews, etc.)
- k. bibliography of those sources used

8) All archaeological fieldwork and historical fieldwork reports shall include the following, either as part of the report or as accompanying documents:

- a. FMSF Survey Log Sheets, completed in accordance with the "Guide to the Survey Log Sheet" with project boundaries depicted on an attached original or photocopy portion of a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle map
- b. FMSF archaeological site forms, completed in accordance with the "Guide to the Archaeological Site Form, Version 2.2." Site forms must be updated for each site subsequent to any fieldwork.
- c. FMSF historical structure forms, completed in accordance with the "Guide to the Historical Structure Form, Version 3.0"
- d. FMSF historical bridge forms, completed in accordance with the "Guide to the Historical Bridge Form"
- e. FMSF historical cemetery forms, completed in accordance with the "Guide to the Historical Cemetery Form"
- f. Completed FMSF shipwreck forms
- g. Completed FMSF resource group forms
- h. Original or photocopy portion of a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle maps for all identified sites showing site locations
- i. CD or flash drive with electronic FMSF PDF forms and Digital Photos. GIS Data is optional. NOTE: Please do not insert additional pages into the PDF form files.